



How to Order Instructional Media Center Materials from Your School's Destiny Site

Checking out materials from the District Instructional Media Center on Destiny is easy and can be done from your school or home computer. You can order Media Center materials from your school's Destiny library site. You can even search your library and the District Instructional Media Center catalog at the same time!

Just follow these easy steps:

1. Go to Canyons District's Website (destiny.canyonsdistrict.org) and click on your school.
2. Log into your school's Destiny library site with your login and password. If you don't know your login or password, ask your library media specialist (secondary) or one of your school's library media assistants (elementary).

If you are not a classroom teacher, you may need to be entered into the system. Please see your library media specialist (secondary) or one of your library media assistants (elementary) to find out how you can be entered into Destiny so you can receive a login and password.
3. Click on "Catalog."
4. To search the District Instructional Media Center catalog, click the box in front of Instructional Media Center.

One of the advantages of Destiny is that you may search your library and the District Media Center for materials at the same time. All you have to do is leave the ☒ in the location box in front of your school name.

If you only want to search the District Media Center, uncheck the box by your school location and just check the box in front of "Instructional Media Center."

If you are searching both collections at the same time, items located in the Media Center will be identified as "Library Media Center" in bold print immediately below the title.
5. To order an item from the Media Center, click on the title of the item that you want to order. Please be aware: for next day delivery, you must order before 4:00 p.m. (If you want to remember this title, you may add it to your personal list by clicking "Add to this List." To view this list, click on the "My Info" tab and click "Resource List.")
6. Click "Book It." (To edit or cancel a booking, click on the "My Info" tab, click "Patron Status," click the icon with the paper and pencil to edit. Click on the trash can icon to delete.)
7. Click the pull-down menu next to "From Instructional Support Center" and indicate whether you want the media item you selected to be sent to your school or if you want to pick it up at the District Media Center.
8. Click the date on the calendar that you want to receive/pick up the item. Destiny will automatically fill in the return date. (Click on the forward arrows at the top of the calendar if you need to advance the calendar to later months). Check the ending date and loan period. If the ending date is the same as the beginning date and it says the maximum loan period is 0 open days, this item cannot be booked online. You will need to contact the Media Center directly to order this item. Typically, these are high use items like holiday themed videos or items with extended loan periods like trunks.
9. Click "Save." Congratulations! Your item has been booked! Your order is scheduled for delivery or pick-up so it will be available for you the day you selected. You may view your booked items by clicking the "My Info" tab and clicking "Patron Status."
10. Click "Catalog" if you'd like to search for another item.

Teacher Log in:

User name: first name.last name

Password: last name

Example:

User name: marianne.bates

Password: bates

***After you log-in, you can change your password for security